

**Tasking Memorandum No. 00-248**

**Memorandum For** Commanders Defense Contract Management Districts (DCMDs), DCMA Contract Management Offices (CMOs)

**Subject:** Appointment of Local CMO Coordinators for FY 2000 Entry Level Employee Program

**Date:**

**Suspense Date:** July 14, 2000

**Target Audience:** CMO Commanders

**New Information/Guidance/Tools:**

- Due to the large number of entry level employees that will be brought on board in FY 2000, DCMA is requesting local CMO Commanders assign one (1) local program coordinator per every six (6) new hires to reduce the number of coordinators required to support the program. This action will ensure that all locally assigned personnel are afforded consistent supervision and development opportunities. CMO local coordinators will be responsible for advising CMO Commanders on program-related issues. The new hires should be assigned to specific teams for their training and development.
- CMO Coordinator and local supervisor roles and responsibilities are outlined in the attachment (Encl)
- Individuals selected as coordinators should be: self-starters, possess knowledge of human resource regulations; possess good communication and motivational skills; have an in-depth knowledge of the DCMA mission and internal-workings of the various directorates within the local Command and the Agency, in order to carry out the objectives of the entry level employee training plan.
- Request each District send the name of assigned coordinators, along with title, grade/series, and office name/symbol to the PDC, no later than July 14, 2000. Use the attached file to determine suggested program coordinator requirements for DCMA's Contract Management Offices.
- DCMA's Personnel Development Center is planning a one-day train-the-trainer session for all coordinators on July 25, 2000 at the Comfort Inn, Springfield, Virginia. Participants should call (703) 922-9000, to make your reservations. When calling for reservations, refer to the DCMA Orientation for Local Coordinators Conference.

**Point of Contact for Further Information:**


Willie Foreman

Personnel Development Center, DCMAC-I

Phone: (703) 767-2351 or DSN 427-2351

Email: [wforeman@dcmachq.dla.mil](mailto:wforeman@dcmachq.dla.mil)

**Signature:**



RAYMOND HANSEN  
Executive Director  
Human Resources